

Integrated Work Planning

Integrated Safety Management tells us to plan work, analyze the hazards, ensure controls are in place, and obtain authorization before starting work. There are systems in place to help you do these things. Before starting a new project, the first step is to think about what will be needed to get the job done:

- **Project scope and schedule** Define what you are trying to accomplish and when it needs to be done.
- **People** How many people and what types of skills will be needed? Do you already have the right people in your work group? **Human Resources** and ATAP management can help you find the right people. There may be people in other ATAP programs who can help. ATAP often partners with other Divisions (Advanced Light Source, Engineering, Materials Sciences, Environmental Energy Technologies, etc.) for special expertise. Everyone will need to check their **Training Profiles** to see whether they have the required training.
- **Equipment and materials** What do you need to accomplish your task? Is the equipment commercially available, or will it need to be designed and fabricated? How long will it take to obtain and set up the equipment or materials?
Engineering Division assistance is often needed to help us answer questions about design and fabrication. **Procurement** professionals can help find the right supplier or vendor and negotiate costs. Involving **EHS Subject Matter Experts** early in the decision process can help avoid delays and modifications. Increases in the quantity or hazard of chemicals can sometimes trigger emergency planning requirements. Our **Property Coordinator (Martha Condon)** will help you inventory and keep track of your new equipment. New electrical equipment may require inspection before it can be used.
- **Space** What size and type of space (lab, shop, office) will you need to perform the work? What types of utilities (electrical power, water, ventilation, lighting, etc.) will be needed? If you don't have the right space immediately available, contact a space coordinator (**Pat Thomas** or **Martha Condon**) for help as soon as possible. It can take time to find the right space. The space coordinators can tell you whether the space is available or has been promised to someone else. The available space may require modification to make it suitable for your use. The **Building Manager** will also be involved in the planning process.
- **Modifications** Small modifications such as cleaning or painting a space, or adding a 120 V electrical outlet, can be accomplished by contacting the **Facilities Work Request Center** and providing an account number. Structural modifications will require Facilities Division support through the Small or Large Projects group. Facilities will assign Project and Construction Managers to work with you to see your construction project through from design to completion.

- **Funding** Do you have enough funding to do everything you will need to do? ATAP Program and Division management can help you identify and apply for funding. The **financial professionals** assigned to ATAP from the Office of the CFO can help you develop a budget and track your expenses through **F\$M**.

Integrating Safety into Work Planning

For new experiments or work processes, your Program Safety Coordinator and Division Safety People can help you identify the hazards associated and the controls needed. The **Hazards, Equipment, and Authorization Review Form** is an optional tool to help you think through the hazards analysis process. ATAP's EHS Liaison and EHS Subject Matter Experts will help you identify the work authorizations and hazard controls needed. **The WPC Activity Manager** is the primary tool used to identify the hazards and controls for your work. [NOTE: During the WPC transition period (November 3, 2014 – April 30, 2015), the Job Hazards Analysis process may be utilized if there is no active WPC Activity describing your work; however, transition to WPC as soon as feasible is encouraged.] If your work assignment or hazard controls change, the WPC system will send you a notification that you need to review and accept the new hazard controls.

Some types of work activity hazards may require EHS evaluation or special authorizations in addition to WPC Activities. These requirements will not be changed by the transition to Work Planning and Control. The WPC Activities will reference or attach the additional analyses, controls, or authorizations

Be prepared to demonstrate that the controls are in place before your work authorizations are approved. Some authorizations will require on-site reviews. The analysis and review will include consideration of whether there will be circumstances when hazards remaining after controls could incapacitate a person so that he/she could not self-rescue or activate emergency services, which would require documented restrictions in the work authorization(s) against working alone.